

NOTIFICATION OF AN “OFF LIST” PURCHASE OF A TEXTBOOK OR INSTRUCTIONAL MATERIAL

Request to purchase textbook and instructional materials not found on the State Multiple List

KRS 156.445(1) states that “No textbook or program shall be used in any public school in Kentucky as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission **or** unless a school and district has met the notification requirements under subsection (2) of this section . . .” which indicates that “a school council, or if none exist, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications. Hence, please complete the following information, attach the required documents, obtain the required signatures, and send the packet to the KDE instructional resources consultant at the address below. Upon the receipt of the packet, a confirmation will be sent to the local superintendent by the KDE instructional resources consultant. If additional information, documents, or signatures are needed before the “off list” notification can be approved by the Kentucky Department of Education and then filed with the State Textbook Commission, a memorandum will be sent to the local superintendent’s office specifying the missing item(s).

Title _____ Grade Level/Course _____

Vendor _____ Copyright/Edition _____

ISBN (International Standard Book No.) _____ Cost _____

Is this textbook or instructional material an updated version of a title on a current state multiple list? _____

Is this instructional material available in accessible digitized format? _____

***If not in accessible digitized format, we assure that an accessible digitized version of the text will be made available to students with an Individualized Education Plan or 504 plan who require this accommodation.**

Alternative Format Level: Level 1 _____ Level 2 _____ Level 3 _____ See **704 KAR 3:455**

List school(s) that will include the title in the purchasing plan _____

The following four attachments must be submitted with this page as the cover sheet:

1. The state approved evaluation instrument for the appropriate content area, completed, signed, and dated. (Evaluation instruments are located in appropriate content area on the textbook page of the KDE website beginning with 2001 State Multiple Lists)
2. A written rationale that states the need for this item and how it better meets the needs of students than items on the state multiple list.
3. A letter from the vendor stating the cost of the item and the gratis items, if any, with purchase.
4. For a textbook, a completed Form B provided by the vendor or a statement provided by the vendor indicating that the current “Manufacturing Standards and Specifications for Textbooks” as developed by the National Association of State Textbook Administrators (NASTA) are met.

School Council Chair or Principal _____ Date _____

Local Superintendent or Designee _____ Date _____

RETURN TO:

Blenda Fields, Instructional Resources Consultant
Division of Curriculum Development, KDE
17th Floor, Capital Plaza Tower
500 Mero Street
Frankfort, Kentucky 40601